

Receptionist, Town of Fort Mill

Category: Administration

Position hours: Full-time.

Job Duties:

- The principal function of the Receptionist is to serve as the central communication point within the Town, and to provide clerical and administrative support functions to assigned departmental personnel.
- Operates a variety of office equipment such as telephone system, computer, copier, printer, fax machine; uses a variety of office tools and materials and computer software for word and data processing.
- Greets, directs, records and announces visitors. Ensure visitors are properly escorted, if appropriate.

Qualifications:

- Requires a high school diploma or GED equivalent with three to five years of experience in customer services, clerical or secretarial work; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. Must have a valid driver's license.

Pay info: Dependent upon qualifications.

How to apply: Send completed application to Phillip Aycock, Town of Fort Mill, P.O. Box 159, Fort Mill SC 29716. Application and full job description can be found on line at www.fortmillsc.gov.

Deadline: Open Until Filled

EOE Disclaimer: The Town of Fort Mill is an equal opportunity employer.